

Household Hazardous Waste (HHW) Grant Program Application and Guide

**State Fiscal Year
2008**

July 1, 2007 - June 30, 2008

**Kansas Department of Health and Environment
Bureau of Waste Management
Waste Reduction, Compliance and Enforcement Section
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366
(785) 296-1600 (800) 282-9790 FAX (785) 296-8909
www.kdheks.gov/waste**

HHW Grant Application Guide

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Kansas Department of Health and Environment
Solid Waste Management Grant Program Information
for State Fiscal Year 2008

<u>Grant Program</u>	<u>Local Match Requirement</u> (Minimum)	<u>Deadline Date</u>
1. Household Hazardous Waste Grant	40%	May 18, 2007

In State Fiscal Year 2008, grant awards will be limited to funding new HHW services in unserved areas of Kansas. Grant funding will not be available for expansion of existing services unless, the expansion of service is to provide HHW service in unserved areas of Kansas. One-time collection events will not be funded.

For information, please write or call:

KDHE
Bureau of Waste Management
Waste Reduction, Compliance and Enforcement Section
1000 SW Jackson, Suite 320
Topeka, Kansas 66612-1366
(800) 282-9790 or (785) 296-1600 or fax us at (785) 296-8909
Information is also available at the KDHE website www.kdheks.gov/waste

General Grant Guidelines

The following are some basic guidelines that generally apply to all of the solid waste management grant programs:

Summary of how to apply for a grant

1. Request the application forms and any related guidance documents from KDHE program staff. Please call (800) 282-9790 or (785) 296-1600 or visit our website at www.kdheks.gov/waste
2. Determine if you meet the eligibility requirements.
3. Complete the application form.
4. Attach a written grant proposal and cover letter. (See HHW Grant Narrative Checklist)
5. Submit application and proposal by application deadline date. **The application does not have to be received by KDHE on the deadline date, just postmarked by that date.**

List of some grant program eligible costs

- ♦ **Travel Expenses.** In-state travel and out-of-state travel are eligible, however they must be part of the approved grant proposal. Final plans for out-of-state travel must receive **prior** approval by the department. Meal charges are not eligible for reimbursement.
- ♦ **Capital Equipment and Supplies.** Capital expenditures are items exceeding \$500 with a useful life of at least a year. ***Call the appropriate KDHE program manager prior to purchasing any capital equipment that is not included in your approved grant application.***
- ♦ **Professional Services.** Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, and environmental evaluations may be eligible for grant funding when performed in conjunction with the operation of a program, process, or waste management system, other than routine solid waste disposal are eligible.

List of some ineligible costs

- ♦ **Salaries.** Personnel costs are to be in the match category for most grant programs. Dependence upon state grants to fund ongoing personnel should be avoided. In some grant programs, personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas may be allowed.
- ♦ The costs of preparing grant applications.
- ♦ The costs of preparing permit applications.
- ♦ Costs related to ongoing solid waste disposal operations.
- ♦ Costs incurred prior to the beginning of the fiscal reimbursement period of the grant contract.
- ♦ Costs incurred after the ending of the fiscal reimbursement period of the grant contract.
- ♦ Permit fees.

Cancellation or termination of grant contracts by KDHE

Any grant may be canceled if the grantee does not accept the grant award within 45 days of being issued. Grants may be terminated if it is determined that there has been no substantial performance, or there is substantial evidence of fraud, gross abuse or corrupt practices. Unavailability of funding or significant changes to the original KDHE approved grant proposal, particularly in the later months of the fiscal year, may also force the early closure of a grant contract and return of funds.

Financial accounting and reporting requirements

Grant recipients will be required to present at least one interim and one final report accounting for the funds and describing the grant program progress. Funds will be disbursed with a retainage linked to these reporting requirements. All applicants must certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which the grant is intended; that the grant project will be documented for both accounting and program progress purposes; and, that the documentation will be maintained and submitted when requested.

Grant Application Process

The grant application process is a multi-step procedure that can take anywhere from six weeks to several months to complete. Following is a breakdown of the various steps of the process.

- 1) Announcement of grants. The application forms and guidance documents are provided by KDHE.
- 2) Applicants request and complete grant application and file forms and all necessary attachments with KDHE by the appropriate deadline.
- 3) KDHE sends the applicant a letter acknowledging receipt of the application. Grant program staff carries out an initial review of the application and determines whether information submitted is adequate and meets general grant eligibility criteria and application requirements. If application is inadequate or fails eligibility or application requirements, applicant is notified by staff and modifications are made to correct any deficiencies.
- 4) If application is reviewed and approved, the grant administrator prepares two grant contracts to go through the bureau concurrence process. This process can take several weeks.
- 5) Once the grant contracts have gone through the bureau concurrence process, a KDHE grant announcement letter goes out with the grant contracts for the grantee to sign and return to KDHE.
- 6) Upon receiving the signed contracts back from the applicant, they are sent through the agency concurrence process and finally to the KDHE Secretary for signature and execution. One original contract is sent to the grantee for their files. The other contract is sent to the KDHE Business Office and an advance payment of the grant funds is sent to the grantee. The amount of advance payment varies with each program and is the only grant funding that the grantee will receive without receipts or proof of expenditures. All reimbursements after this advance must be submitted with a completed affidavit of expenditures and required supporting documentation. Prior to the release of any grant funding, the county or regional solid waste management plan must be up to date. Please contact the appropriate KDHE program manager for further information.
- 7) The grantee must file required affidavit of expenditure forms, including receipts and explanation of all expenditures, reports and any further documentation as required by each grant program for the initial disbursement and remaining contract balances.
- 8) Upon project completion, final reports, affidavits of expenditures, and any other required documentation are submitted to KDHE for approval and final grant disbursement. A retainage of 10% of the grant amount will be held until all final required documentation is received and approved.

Household Hazardous Waste Grant Program

BACKGROUND

The *Household Hazardous Waste Grant Program* was established in 1989. The program is designed to protect Kansas groundwater by reducing, recycling, properly disposing of household hazardous waste products, and encouraging the use of non-toxic alternatives. The grant program is considered "seed money" to assist local governments with the start up costs of developing and implementing a HHW program. The grant program does not subsidize ongoing operational expenditures. Public education is only funded as part of initial start up. This, along with a local match requirement, is to ensure that the community and local governments are committed to continue managing and financing the future operations of their program.

FUNDING AND MATCH REQUIREMENT

Funding for the program is from the Solid Waste Management Fee Fund and the Hazardous Waste Collection Fund. The local match requirement is a minimum of 40% of the total proposed project cost. This match may be comprised of either financial and/or in-kind commitments such as salaries or administrative overhead.

PERMITTING REQUIREMENT

If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE. The required permit applications shall consist of a complete application (including all required attachments) on a form supplied by the department. **It is strongly encouraged that contact be made with the permit staff prior to submitting the grant application in order to determine if the proposed grant project requires a new permit or a modification to an existing permit.** The latest version of the permit application can be found on the Bureau of Waste Management's web page (www.kdheks.gov/waste). The grants can be approved and awarded; however, payments will not be made until all required permit submissions are made.

EVALUATION CRITERIA

- ◆ Quality of proposal and proposed project
- ◆ Relationship to Solid Waste Management Plan.
- ◆ Local government and community need and support.
- ◆ Hazardous waste collection estimates.
- ◆ Public education and waste minimization programs proposed.
- ◆ Mechanisms to finance future operational and disposal costs.

ELIGIBLE PROJECTS

- ◆ Development and implementation of a new permanent HHW collection facility/program in an area that does not have access to HHW services.
- ◆ Development or expansion of a regional or satellite HHW collection program to establish an HHW facility/program in an area that does not have access to HHW services.

ELIGIBLE EXPENDITURES

- ◆ Education and waste minimization program costs, including contracting for professional services, materials, printing costs, etc. Public education will only be funded to educate and promote an expansion of services in previously unserved areas. Ongoing educational expenses are ineligible.
- ◆ Capital expenditures for the construction, purchase, or expansion of a permanent HHW storage facility, mobile trailer and/or related equipment.
- ◆ Costs associated with the disposal of the collected waste with a licensed hazardous waste management company (one time only).
- ◆ Equipment and supplies necessary to manage the collected wastes.
- ◆ Related training expenditures.

INELIGIBLE PROJECTS AND EXPENDITURES

- ◆ Personnel costs are to be in the match category for most grant programs. There is the general policy to avoid dependence upon limited state grant funding for ongoing personnel activities at the local level. Personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas may be allowed as a one-time grant expenditure if long term support of the program can be assured.
- ◆ Indirect costs such as rent or administrative overhead.
- ◆ Other state or federal grant funds cannot be used as any part of the local match.
- ◆ Landscaping and related aesthetic expenditures (*may be used as local match, with prior approval*).
- ◆ State, regional, or national environmental conferences (*may be used as local match, with prior approval*).

Grant Narrative Checklist

A narrative is required for any type of HHW grant application. The narrative will explain the proposed program activities, budgets, implementation plans and time lines. Below are the recommended format and a checklist of items to be included in your narrative. Not all items may apply to your proposal.

I. BACKGROUND

- Discussion of the program service area, including communities served and their populations.
- Discussion of the local and community support for implementation of the proposed program.
- Description if and how project is identified in County or Regional Solid Waste Management Plan.
- Discussion of any existing program, related facilities and particular needs and purpose for applying for this grant.

II. PROPOSED PROGRAM DETAILS (*organize by projects/tasks or program components*)

- Summary or abstract of the proposed project included.
- Goals to be accomplished listed.
- Description of the collection site; including drawings and specifications, traffic patterns, storage capacity, etc.
- Description of how the facility/program will be managed, including standard operating procedures, inspections forms, days/hours of operations, contingency plans, etc.
- Identify the hazardous waste management firm(s) or transporter(s) being considered.
- Description of the waste collection, segregation and disposal methods.
- Discussion of staff training needs and/or in-house training program(s) to be implemented.
- Estimation of the amount of hazardous wastes to be collected with discussion of how estimates were determined.
- Description of waste diversion plans, i.e. markets for car batteries, used oil or latex paints.
- Description of the public education, waste minimization and advertising programs to be implemented.
- Project implementation plan and timetable included (*include permit process, if applicable*).

III. RESPONSIBLE PERSONS

- Persons, agency(s) or organization(s) responsible for the implementation of the proposed project/program listed.
- Estimation of number of hours and staff to complete each component of the proposed project.
- Definition of how the project will be coordinated between the parties responsible for implementation and other official agencies and organizations with overlapping jurisdiction.

IV. PROGRAM BUDGET

- Budget worksheet completed, each category of funding being applied for is discussed in detail in the narrative.
- Cost estimates of each component for implementation of the proposed program including expected staff hours and costs, lists of supplies and equipment needed with itemized cost estimates, etc. included.
- Funding sources and resources for the proposed project/program included.
- Discussion of the method(s)/sources(s) of meeting grant match requirement (*minimum of 40%*).
- Discussion of proposed method of financing for continued program operations.

V. PROGRAM EVALUATION PROCEDURES

- Discussion of procedures to be implemented for program review, reporting and future modification/improvement.



K A N S A S

RODERICK L. BREMBY, SECRETARY

DEPARTMENT OF HEALTH AND ENVIRONMENT

KATHLEEN SEBELIUS, GOVERNOR

**Bureau of Waste Management
HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM
State Fiscal Year 2008 Application Form**

Contact Person (responsible for day to day project management)

Date of Application

Name of Applicant Organization

Email Address

Address

City

State

Zip

Telephone Number

Fax Number

FEIN (IRS) Tax Number

Address to mail payments to (if different than above):

☐ Check here if you have a designated fiscal agent.

Please Name:

FEIN (IRS) Tax Number

BUDGET SUMMARY INFORMATION

Calculate each category of costs from the Budget Worksheet and total below:

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
SALARIES	\$ N/A	\$	\$
SUPPLIES	\$	\$	\$
CAPITAL EQUIPMENT	\$	\$	\$
PROFESSIONAL SERVICES	\$	\$	\$
OTHER	\$	\$	\$
TOTAL	\$	\$	\$
Percentage of Total		+	= 100%

DIVISION OF ENVIRONMENT

Bureau of Waste Management

CURTIS STATE OFFICE BUILDING, 1000 SW JACKSON ST., STE. 320, TOPEKA, KS 66612-1366

Voice 785-296-1600

Fax 785-296-8909

<http://www.kdhe.state.ks.us/waste>

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BUDGET WORKSHEET

Please complete the following budget breakdown. Check and complete the category(s) that apply to your proposal. Following is a brief definition of each category.

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
<input type="checkbox"/> 1. Construction of a new HHW facility to establish HHW service in an unserved area:			
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

☐ 2. Expansion of an existing HHW facility/program to establish HHW service in an unserved area:

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

☐ 3. Public education and advertising associated with a new HHW facility/program in an unserved area:

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
☐ 4. Training:			
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

☐ 5. Other: _____ (specify)

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

BRIEF DESCRIPTION OF EACH CATEGORY:

1. Construction of a new HHW facility to establish HHW service in an unserved area:

This category includes all expenditures expected to be incurred with the construction and equipment/supplies required for a new permitted HHW facility. Construction may be performed by either an independent contractor or city/county employees. Salaries paid to city/county employees are accounted as the in-kind match. Examples of eligible grant expenditures include: contractors expenses, building equipment/supplies, safety equipment/supplies, hazardous waste reference manual, computer, drums, etc. Items to be included on the Capital Expenditures line would be any expenditures(s) with a useful life of one year or greater and a cost of \$500 or greater.

2. Expansion of an existing HHW facility/program to establish HHW service in an unserved area:

This category includes all expenditures expected to be incurred with the expansion of an existing HHW facility/program to provide HHW service in a county that currently does not have access to HHW service. Examples of such activities/expenditures include: purchasing a mobile trailer or storage cabinets, building expansions, updating/improving safety equipment, computer, reference materials, etc. Ongoing operational expenditures are not eligible. Capital expenditures are any expenditure(s) with a useful life of one year or greater and a cost of \$500 or greater.

3. Public education and advertising associated with a new HHW facility/program in an unserved area:

This category includes all expenditures related to new program development and distribution of public education materials and advertising. Examples of such activities/expenditures include: printing costs of brochures, postage for mailing educational materials, fees paid for the development of educational brochures or advertisements, newspaper, radio or other media advertising, etc. Please note: Ongoing public education expenses are ineligible. Public education will only be funded to educate and promote an expansion of services to previously unserved areas. Typical in-kind expenditures in this section may include: salaries paid to employees creating or presenting program educational materials, travel for employees presenting educational materials within grant area, etc. Capital expenditures in this section may include presentation booths or other presentation equipment.

4. Training:

This category includes expenditures related to training of HHW staff members, training aids for in-house training programs, etc. Examples of such expenditures include: training costs, TV/VCR, camcorder, slide projector, course manuals, etc. Typical in-kind expenditures in this section may include: salaries, mileage, etc. paid to employees attending training sessions and/or salaries paid to employees for developing in-house training programs. KDHE reserves the right to contract directly with a qualified trainer to conduct 24 hour HHW specific training. If such a contract is in place, training related grant expenditures may be adjusted accordingly.

5. Other:

This category includes expenditures related to any "other" activity not listed in any of the above categories. Examples of potentially eligible projects/expenditures include: HHW program surveys/assessments for program development/improvement, grant administration, etc. This category is ranked as lowest in priority for funding eligibility.

ADDITIONAL INSTRUCTIONS/INFORMATION:

- A. A narrative is required for any type of HHW grant application. See the narrative checklist.
- B. All proposed projects should be completed within the State Fiscal Year 2008 (July 1, 2007 to June 30, 2008). List the proposed project START DATE:_____ and the COMPLETION DATE:_____
- C. The local match requirement is intended to show local commitment, which can be met through in-kind and/or financial obligations. Although securing additional funding sources for program development is encouraged, it is prohibited to match state dollars with state dollars.
- D. If this proposal requires a permit application to be filed no grant funds will be disbursed by KDHE until such paperwork is submitted.

CERTIFICATION:

The undersigned is an official authorized to represent the applicant. The applicant certifies that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

Authorized Representative (please print)

Title

Signature of Authorized Representative

Date